



## **PAPER, TIMBER & PRINT PURCHASING POLICY – PUBLIC VERSION**

### **MINIMISING CONSUMPTION**

The waste hierarchy must be followed to ensure that our procurement behaviour is consistent with our mission to reduce wasteful consumption and pollution. This applies to timber and paper products.

Before purchasing or designing materials question:

- What purpose will it serve – could this be achieved digitally?
- Can you reduce the number of pages, physical size or quantity distributed?
- Is the product reusable? (designing wood products to be reused at future events prevents waste)

Our communications materials play an important role within our organisation, however, we recognise that they are responsible for our greatest demand on forest products. To minimise unnecessary paper consumption, we will ensure that a distribution plan has been properly considered before deciding upon the volumes of printed materials required.

Reports should not be printed as standard. Any report that needs to be printed must be done so via our Brand and Design team, with a clear rationale for hard copy format.

### **SOURCING RESPONSIBLY**

Timber should never be purchased from or linked to illegal logging operations. To achieve this, only accept FSC-certified timber or timber products with a complete chain of custody in place, and/ or those from verified recycled sources, or a verified mixture of these sources.

Never knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time-bound, stepwise and transparent manner.
- Protected areas, Parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

To ensure that these goals are achieved:

- Scrutinise all suppliers of forest products for all purchases of goods prior to any order being placed
- Seek precise and verifiable information as to the source of all forest products and evaluate this information against our stated policy

## **PROCUREMENT CRITERIA**

### **Timber**

Must be:

- FSC certified, or
- Recycled with third party verification, such as 'Smartwood Rediscovered Wood Certification' or 'FSC Recycled'

### **Paper & Board**

Must be (in order of preference):

- 100% recycled (we prefer recycled material from post-consumer waste), or
- Certified as FSC Recycled, or
- Certified as FSC 100%, or
- Certified as FSC Mix

In addition, all our printed publications and communications materials must be:

- Totally chlorine free (TCF) (it may not be possible to guarantee post-consumer waste material is TCF, however processed chlorine free (PCF) items should be sought where products are made from recycled material)
- Sourced in the UK where possible, or from within Europe

## **RESPONSIBLE PRODUCTION**

Promote environmentally responsible pulp and paper processing that minimizes emissions of pollutants and greenhouse gases by:

- Minimising the release of fossil CO<sub>2</sub> caused by our paper consumption
- Switching to unbleached paper and/ or TCF or PCF bleached paper
- Using ECF bleached paper with low emissions of AOX where TCF or PCF is not yet available
- Choosing manufacturers that minimize their COD/ BOD emissions and waste to landfill
- Giving preference to manufacturers that implement third-party verified environmental systems such as ISO-14001 or EMAS and that practice good environmental reporting

## **ALTERNATIVE MATERIALS**

Additionally, consider the use of paper and board products made from the following non-wood materials, on a case by case basis according to available information on key sustainability issues:

- Alternative fibres which are considered agricultural by-products, e.g. bagasse, straw, hemp
- Sustainably produced material such as bamboo fibre
- Other materials made from post-consumer waste, such as cotton rags

## **PRINTING**

Transparently communicate the environmental credentials of all paper used in paper-based communications using:

- A logo or statement must be printed on all paper products, which identifies the environmental credentials of the chosen paper
- Information or an appropriate logo should be printed on all paper products wherever possible, which identifies the recyclability of the product

Printing as a process adds further environmental impacts. All print companies producing work (including all our communications and fundraising materials) must:

- Be certified to ISO 14001 or EMAS
- Hold valid FSC Chain of Custody certification
- Use vegetable-based printing inks for all lithographic printing (where practically possible for the type of lithographic printing)
- Use other vegetable-based products in other types of printing wherever available
- Effect printing press cleaning without the use of Volatile Organic Compounds (VOCs) wherever possible, or demonstrate strict minimisation and control where they are used
- Under no circumstances use UV varnish or varnishes containing endocrine disrupting chemicals to coat our printed materials: where coatings are used, they must be water-based
- Not laminate our printed work, as even biodegradable lamination and the adhesives used to apply them can cause recycling problems
- Use binding that does not affect the recyclability of the product

## **TIMBER TREATMENT**

- Paints, varnishes and treatments containing VOCs or any other chemical listed on WWF-UK's hazardous chemicals list are not acceptable as they can be toxic and bio-accumulative
- Seek to use water-based paints, varnishes and treatments