

- ♻️ Travelling to a meeting? Ask yourself if the travelling is really needed. Consider taking the train or car sharing instead of flying. Or even discuss whether the meeting can be held online with services such as Skype or Zoom.
- ♻️ Only order what you really need – can items be reused? Do you have a stationary re-use point or scrap paper collection between colleagues?
- ♻️ Use the electronic procurement system OPeRA when ordering items. Using this electronic version replaces the need to use paper based requests.
- ♻️ Consolidate your orders and have fewer deliveries to reduce the emissions associated with transport.
- ♻️ When ordering new items for the office, ask your supplier whether they can take back and dispose of the old items for you.
- ♻️ Look for packaging that can be re-used or recycled. Some suppliers will re-use the same boxes to pack your next order into.
- ♻️ Select suppliers with environmental accreditation such as ISO 14001.
- ♻️ Select items, such as paper and pencils, with the Forest Stewardship Council (FSC) accreditation.
- ♻️ Request paper with the highest percentage of recycled content as possible or made with pulp from sustainable sources.
- ♻️ Select paper that is either unbleached or has been processed without chlorine.
- ♻️ With printing orders, request that vegetable based inks are used; these have much lower amounts of volatile organic compounds (VOC).
- ♻️ Where possible, use items that can be refilled such as refillable pens and pencils.
- ♻️ If items require batteries, use rechargeable batteries as opposed to those with single use.
- ♻️ If your department wishes to purchase sustainable equipment or a product that will help reach our sustainability targets, then please get in touch as perhaps we will be able to help financially. Email us at Sustainability@warwick.ac.uk