

**GOODS**

The procurement of goods by the Law Society will meet the overall policy requirements as well as the minimum requirements set out below for goods.

**Requirements**

1. The following requirements are a guide to assist in the procurement of goods.

**OFFICE CONSUMABLES**

**Paper**

Application:

This applies to the purchase of all paper products (including coloured paper and stationary) by the Law Society.

Minimum Requirements:

- Minimum 50% Recycled Content (pre and/or post consumer waste diverted from landfill)
- Seek to use paper manufactured from Australian waste where cost comparable
- Manufactured without chlorine bleaching. (acceptable include Elemental Chlorine Free (ECF), Totally Chlorine Free (TCF) or Process Chlorine Free (PCF)
- Low Environmental Impact Packaging
- Paper must be able to be recycled at end of use.

**Toner and Inks for Printing**

Application:

In the purchase of toner and ink cartridges for all printing equipment.

Minimum Requirements:

- Long-life printing drums and toner cartridges
- Only remanufactured or refilled toner cartridges
- Seek to use remanufactured or refilled ink cartridges
- Assurances from the suppliers of remanufactured or refilled toner and ink cartridges have no adverse effect on the equipment in which they are used

## **OFFICE EQUIPMENT**

### **Computers and other computing equipment**

#### Application:

This applies to all computing equipment purchased by the Law Society.

#### Minimum Requirements:

- Must have energy management systems installed and activated before or on delivery
- All equipment shall be *Energy Star* compliant ([www.energystar.gov.au](http://www.energystar.gov.au))
- Minimum 3 star rated against national Energy Star Rating System
- Must have ability to be reused or recycled when not required by Law Society
- Seek to have low environmental impact packaging
- Seek to dispose of IT equipment in a sustainable manner.

### **Other Office Equipment**

#### Application:

Applies to photocopiers, facsimile machine, printers, scanners and multi function devices:

#### Minimum Requirements:

- All equipment shall be *Energy Star* compliant ([www.energystar.gov.au](http://www.energystar.gov.au))
- Capacity to operate effectively using recycled paper
- All equipment shall be double-sided printing capable excluding facsimiles
- Capacity for photocopiers to scan paper printed on both sides
- A guarantee that the use of remanufactured or refilled toner or ink cartridges will not void warranties or decrease reliability of equipment
- A guarantee that the use of recycled content paper will not void warranties or decrease reliability of equipment
- Seek to have a seven-day clock that allows the equipment to be programmed so that turns off when it isn't needed at the end of each work day and on weekends.

## **SERVICES AND CONTRACTS**

### **Printing Services**

Products: as specified under OFFICE CONSUMABLES- Paper  
Services:

- Where possible all printed documents circulated to public must be on recycled paper
- Binding methods facilitate recycling
- Where possible all finished products must be recyclable