

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)
- 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)
- 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