

WMT Procurement Policy

The Wellington Museums Trust is committed to purchasing sustainable products and services from sustainable suppliers and contractors wherever possible and will give appropriate weighting to sustainable products and services in the purchasing process. The WMT has determined that the following sustainability considerations will be weighted when purchasing:

Contractors/Suppliers

The WMT is committed to using suppliers and contractors who will:

- perform the services in a manner which gives appropriate regard for the protection of the natural environment
- comply with all environmentally related legislation and codes of practices relating to the products and services being offered
- ensure any opportunities for improvement in the WMT's environmental performance identified by the Supplier's employees or sub-contractors are reported to the relevant WMT key contact.

Paper products – office copy paper, envelopes, toilet tissue, paper for marketing purposes etc

Refer to ecolabels: Prefer products with an Environmental Choice NZ license (EC-26-04 Office Paper Products) or other third-party audited life cycle ecolabel, or can show that they meet similar criteria.

[eg, Good Environmental Choice (Australia), Nordic Swan, EU Flower or Blue Angel (Europe), EcoMark (Japan).

EMS labels such as ISO 14001, EMAS, or EnviroMark are not equivalent, as they do not demonstrate impact reduction.]

Buy NZ Made where ever possible.

Buy recycled: Prefer paper products with post-consumer recycled content - minimum 30%, best 100% where possible.

Reduce toxics: Prefer paper products which have been bleached with reduced use of chlorine - minimum ECF (elemental chlorine free), best TCF (totally chlorine free) or PCF (process chlorine free). When purchasing colour paper buy products that contain non toxic dyes.

Pulp sourced from: FSC forest (Forest Stewardship Council) or WMF ('Well Managed Forests') or SFIS ('Sustainable Forestry Initiatives').

Preferred supplier and product for office paper: minimum Office max multi purpose paper or Reflex 50% recycled copy paper from Officemax.

Toilet tissues and hand towels: preferred supplier Officemax or equivalent product through the facilities cleaner.

Toner and ink cartridges

Refer to ecolabels *

Buy recycled and recyclable: Prefer remanufactured cartridges with a performance guarantee, or new cartridges containing post-consumer recycled content.

Reduce waste to landfill: Send your used toner cartridges to a recycling programme.

Prefer packaging which has recycled content and is recyclable.

Preferred suppliers: Officemax, Fuji Xerox or equivalent supplier.

General stationary

The Officemax catalogue has indications of NZ made products and all environmental credentials.

Refer to ecolabels *

NZ made products where ever possible

Buy refills and refillable writing equipment where ever possible

Plastics products: when buying products made from plastic purchase items made from polypropylene where ever possible.

Preferred supplier: Officemax

* Prefer products with an Environmental Choice NZ license (EC-30-05 Toner cartridges) or other third-party audited life cycle ecolabel, or can show that they meet similar criteria.

[eg, Good Environmental Choice (Australia), Nordic Swan, EU Flower or Blue Angel (Europe), EcoMark (Japan).

EMS labels such as ISO 14001, EMAS, or EnviroMark are not equivalent, as they do not demonstrate impact reduction.]

Catering supplies

Buy Fairtrade certified products where possible - by choosing Fairtrade your workplace will be directly supporting producers in less developed countries and contributing to sustainable development.

Preferred suppliers: Coffee Supreme, Commonsense Organics, Havana Coffee Works, Peoples Coffee Ltd.

Supermarket purchases – buy NZ made wherever appropriate

Services and contractors – preferably companies and caterers who enforce NZ made and sustainable practices.

Office machines - Computers, copiers, faxes and multifunction devices

Refer to ecolabels: *

Reduce toxics: Meeting the ecolabel criteria (above) will help to reduce levels of potentially toxic materials.

Prefer products that can fully meet or do better than the requirements of the Restriction on the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Directive. The supplier should be able to provide documentation of compliance.

Energy efficiency: Products should be Energy Star compliant.

Products which meet third-party audited life cycle ecolabel criteria will be Energy Star compliant.

Where possible, select products which are better than the Energy Star standard, and prefer those using the lowest number of watts for idle, sleep and standby (off) modes.

Ensure that energy conservation features (e.g. timing for sleep mode) are enabled. When the machine is not in use, an automatic “low power” mode can conserve most of the energy required for the “idle” mode. To fully maximise energy conservation, turn off the machine at the end of the working day.

* Prefer products which have an Environmental Choice NZ license (EC-24-05 Copying Machines, Printers, Fax Machines and Multifunction Devices www.enviro-choice.org.nz), comply with other third-party audited life cycle ecolabel criteria (e.g.: Nordic Swan, EU Flower, Blue Angel), or can meet equivalent criteria.

Maximise resource efficiency: Obtain maximum lifespan from equipment before replacing. Consider lease or print service contracts rather than buying arrangements.

Consider purchasing one multifunction machine rather than multiple machines for multiple functions.

Reduce waste to landfill: Prefer suppliers that offer an end-of-life disposal programme which maximises recycling. Consider whether surplus equipment may be able to be reused through a recycling firm, sale to staff, or donation to community groups.

Products which meet third-party audited life cycle ecolabel criteria will be designed for better end-of-life recycling/reuse, and have recycled content/recyclable packaging.

Buy recycled: Prefer suppliers who provide products in packaging which has recycled content and is recyclable. (Products which meet third-party audited life cycle ecolabel criteria will meet these criteria).

Stock

- The WMT ensures that shop products and suppliers selected have a high level of quality, appropriateness and integrity by promoting Wellington, New Zealand and Toi Iho™ suppliers and products wherever applicable.
- The WMT will select environmentally and socially responsible suppliers and products whenever possible (eg suppliers that recycle packaging)

Installation/exhibition materials

The WMT will source materials/resources that are environmentally and socially conscientious where possible, and dispose of these responsibly.

We will use the Waste Exchange where possible and build relationships with other Museums and Galleries which will enable us to exchange waste/resources on a similar basis.

Toxic products used in installations should be disposed of in an environmentally friendly way, and where possible replaced with a more sustainable product/brand.

Cleaning Products

The WMT will purchase cleaning products and influence cleaners through contracts to use products that have environmental credentials and companies that have environmental policies/statement in place.

Publishing and marketing

WMT will consider the following before any publication or marketing material is produced:

Plan: Many aspects dealt with appropriately at the beginning can result in cost saving and environmental benefits.

- Ensure that a printed item is the best way to get information across.
- Print summary reports and put the full report on the web wherever applicable.
- Print on both sides of the paper when you can.
- Be clear about your target audience and actual number of copies required.
- Check whether digital printing is more appropriate than offset printing.
- Size matters - design to use all the paper specified and minimise printers' off cut waste.
- Reduce the use of resources when working through the drafting and proofing processes.
- Use designers and printers who enforce environmental and sustain ably conscious habits.

Paper:

- Consider using paper that adheres to the Paper products section of this policy eg: has an Environmental Choice NZ license, is partly recycled, has a reduced use of toxics, uses pulp sourced from a FSC, or WMF or SFIS forest.

Ink:

- Consider specifying mineral free inks (ie, vegetable, soy, agri-ink, or water based) wherever possible. If not using mineral free inks, use inks with less than 10% of volatile organic compounds (VOCs).
- Design for minimal ink coverage and avoid bleeds off the page.
- Use recycled ink wherever possible.

Finished form: Make a difference with the final form of your publication by considering the following:

- Ensuring the publication can be recycled at the end of its life.
- Ensuring no hazardous chemicals are used to coat the publication.
- Try to use aqueous sealers, avoid hot glue melts (used in perfect binding) where practicable and avoid plastic lamination
- Try to avoid the use of PVC and other non-recyclable material for covers

Influencing distribution: The WMT will consider the following when distributing publications:

- Avoid self adhesive labels where possible. If using them select removable aqueous emulsions.

- Update mailing lists regularly and target specific sectors to reduce unwanted direct mail in the waste stream.
- Avoid flow wrapping, consider leaving the back page for the address and seal with a sticky label

- Print mailing information directly onto envelopes or brochures, this reduces the amount of materials used as sticky labels and other mailing material is not required.
- If you are asking for something to be returned use reusable, resealable envelopes instead of reply paid or extra envelopes.
- Specify envelopes manufactured with recycled stock.

Influencing suppliers: The WMT will influence designers and printers by:

- Asking what is being done to ensure the designers/printers are compliant with health and safety (ie, OSH) and environmental legislation
- Asking if the designers/printers have an environmental policy/environmental management system or an energy management policy/system.

The WMT will choose wherever applicable to use designers/printers who have the above philosophies with regards to the environment and printing.

Make a Statement:

- The WMT will always make a statement on the publication/ marketing material to make the audience aware of where we stand on environmental matters and also to ensure that when they are finished with the publication they are encouraged to circulate it to others or dispose of it in an environmentally responsible way.

eg: "This publication is printed on 100% recycled paper using vegetable based inks."
(Remember to confirm the supply of the stock and ink before committing the statement to prepress)

eg: "At the end of use please recycle this publication" or "Please pass this on to others to use."