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Bailey Waste Recycling NI

Buying New Office Equipment

How to Reduce Your Environmental Impact and Save Money!

It is important for organisations to commit to substantial, long-range actions towards sustainability. It is not sufficient to focus on environmental problems in isolation: lower impacts in one area (such as less waste) may precipitate higher impacts in others (such as increased energy uptake and thus more greenhouse emissions).

As mentioned in our previous article, there are many ways in which our running costs can be minimised whilst also benefiting the environment and the same can be said for procurement of the actual equipment too.

When Buying New Equipment

- First of all, do you really need a new machine or can you just maximise the potential of existing ones? If you use networked printers this will enable you to run as few machines as possible. You do not 'need' printers beside each desk – a short stroll to the printer is good for you and might even help to discourage people from printing unnecessarily.
- Challenge whether or not you really need other equipment that you may be considering e.g.
 - o Is a copier really necessary? How much copying do you do? Could the printer be used instead or perhaps outsourcing your requirements could prove to be more cost effective than buying and running a new machine. Leasing is another option – the leaser is more likely to maintain the machine well, thus prolonging its lifespan and efficiency. Or better still, could your documents be distributed electronically rather than in hard copy?
 - o Why spend money on a new fax machine when you could make use of an internet fax service or utilise the fax function on individual computers? This will reduce the amount of paper that you use as well as cut capital and operational costs down.
- Try to source equipment that scores highly on environmental ratings. It is not just the running costs of the machine when you have it that is important here but the environmental impact from the manufacturing methods.
- How many pages do you print/copy in an average document? What do you really need? The higher the speed the greater the capital and energy costs of the machine.
- Try to source machines with high capacity cartridges, thereby reducing the number of times the cartridges need to be replaced.
- Make sure you dispose of your old machines appropriately – they should be recycled and not just go to land fill.

All I suggest is that you think before you buy - questioning and considering the alternatives could save you money and lessen your businesses impact on the environment.

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