**LSE – Sustainability Impact of Procurement Assessment Template**

**How to complete this table**

1. For each sustainability criteria state the level of impact your procurement exercise will have (with no mitigating circumstances)

* For example: if you are buying physical goods your initial assumption should always be High impact for the use of resources and materials. You are buying physical goods that were made of materials.

1. Revisit each criteria impact rating considering what clauses or specification details you could add to reduce the impact for each criteria.
   * For example: you could specify the goods must contain a % of recycled material (instead of virgin materials)
2. Do you need help from the Sustainability Team? We can help you carry out an assessment.

**Below is a completed example for purchase of a single coat stand.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **No Impact** | **Low Impact** | **Medium** | **High** | **What you could do to reduce this impact** |
| **Use of resources and materials** |  | X |  |  | The new stand is made from recycled plastic |
| **Waste** |  |  | X |  | The old stand is made from wood and will be recycled at cost to the university. The supplier will take the new stand at the end of its life to turn into new coat stands at no cost. |
| **Water** | X |  |  |  |  |
| **Carbon** | X |  |  |  |  |
| **Energy** | X |  |  |  |  |
| **Transport** |  |  | X |  | The supplier will bring the item from a warehouse in Birmingham. The delivery will be made as part of other scheduled deliveries to the London area. |
| **Other** |  |  |  |  |  |

**Template table to be copied for use.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **No Impact** | **Low Impact** | **Medium** | **High** | **What you could do to reduce this impact** |
| **Use of resources and materials** |  |  |  |  |  |
| **Waste** |  |  |  |  |  |
| **Water** |  |  |  |  |  |
| **Carbon** |  |  |  |  |  |
| **Energy** |  |  |  |  |  |
| **Transport** |  |  |  |  |  |
| **Other** |  |  |  |  |  |