PROCUREMENT CHECKLIST

Waste is commonly referred to as a bin issue, when often it is a purchasing issue. This guide will provide some thought starters on how to leverage your purchasing power.



BEFORE ORDERING

- What are our top 5 common food related waste items? Are there any alternatives or ways to reduce.
- What are we buying that becomes waste within 1 day, 2 days or 3 days?
- Where are we relying on recycling instead of eliminating at the source?
- Consider all revenue streams big or small – can that revenue stream be diverted?
- Consider undertaking a waste audit - you cannot take action if you do not know what you are dealing with. Create a waste minimisation plan with this practical guide, or contact Wastebusters for a full waste audit - they will provide a detailed plan on what you could do next.
- 'Have I got everything?' Reducing the number of orders you place reduces the number of trucks out for delivery.
- Do we got through enough of this to set up a standing order? Increasing transport efficiencies.

ORDERING CHECKLIST

- Does the product come wrapped in plastic? Consider why is this plastic is necessary? If it is just because that's the way it has always been then it may be costing your business money to dispose of.
- Can we buy this in bulk instead?
- Can we eliminate this entirely i.e. sauce packets, butter cubes, cling film, baking paper, tin foil.
- Is there a reusable option?
- Can the supplier take the packaging back?



DURING DELIVERY

- Is the product wrapped in plastic for a real need or a perceived convenience? E.g. separate fruit bags, retail packaging.
- Take a look at what you are ordering, could you go direct to the supplier? Or is there an alternate local supplier who can provide products with no or less packaging? Don't be afraid to ask or check out ideas for supplier questions here.
- Audit your supplier delivery, are they using clingfilm or aluminum foil? Is it necessary, or could it have a flexible reusable lid or just not wrapped at all?
- Can your supplier take back packaging, or will they supply the same product in reusable packaging?