



**Environmental criteria for sustainable public  
procurement of**

# **Toner Cartridges**

**Version March 2017**

# 1. Scope/definition

The Toner Cartridges product group comprises all toner cartridges for toner-based office equipment such as printers, photocopiers, fax machines and multifunctional equipment, including electronic equipment, purchased for existing reproduction equipment. The Toner Cartridges product group includes containers/cassettes that contain toner and that consist of a drum and other essential components for electrophotographic/xerographic and similar reproduction processes. The toner powder can be supplied in separate containers if necessary. These cartridges are referred to as OPC (Optical Photosensitive Conductor) units.

The following products (with their corresponding CPV codes) are part of the Toner Cartridges product group. This list of products is non-exhaustive.

Products	CPV code
Photocopier parts and accessories	30125000-1
Toner cartridges	30125100-2

Excluded from the scope of this product group are:

- inkjet cartridges for inkjet printers;
- reproduction equipment using "toner bottles", plastic bottles filled with toner that is replenished (as opposed to replacement of the entire cartridge); these bottles are generally disposed of through the normal waste disposal process.

This document describes the environmental criteria. Information about the other elements of sustainable public procurement, such as social conditions and social return, may be found on the PIANOo website, on the specific product group page: <https://www.pianoo.nl/document/10632/productgroep-tonercartridges>.

## 2. Most significant environmental impacts

The table below lists the sustainability themes and describes the approach to each theme for the product group. The "Approach" column presents a statement indicating the influence of sustainable purchasing and its criteria on the "sustainability" of the theme. This column also includes a reference to any requirements, award criteria or points of attention/suggestions that may be useful in implementing the approach. The product group can also have an impact on other environmental themes but, for now at least, these are less relevant, of a much less significant level of concern or do not as yet have a suitable set of standard criteria for the product group.

Themes:	Approach:	No. of requirement/ Criterion
<p><b>Energy and climate</b> Energy consumption from producing toner cartridges, with corresponding CO<sub>2</sub> emissions</p>	<ul style="list-style-type: none"> <li>Select suppliers that guarantee collection, reconditioning and recycling of toner cartridges.</li> </ul>	ME1
<p><b>Supplies and Raw materials</b> Use of raw materials in the production of toner cartridges</p>	<ul style="list-style-type: none"> <li>Select suppliers that guarantee collection, reconditioning and recycling of toner cartridges.</li> <li>Coordinate choice of cartridges with needs and requirements.</li> <li>Formulate procurement needs that allow for conditioned cartridges.</li> <li>Use recycled packaging material.</li> </ul>	ME1 AS1 AS2 ME3, GC1
<p><b>Water and Soil</b> Harmful materials during use phase</p>	<ul style="list-style-type: none"> <li>Use toner powder that does not contain substances that are hazardous to the environment.</li> </ul>	ME2

## 3. Points of attention/suggestions

Devoting attention to the opportunities and possibilities for the most sustainable procurement possible in the preparation phase will lead to specifications that are more ambitious or which differ from the standard technical specifications and award criteria set out in this document. The table below presents points for attention and suggestions for promoting sustainability in procurement within this product group.

No.	Points of attention/suggestions (AS)
AS1	<p><b>Analyse organisation's printing and reproduction needs</b> Analyse the organisation's printing and reproduction needs. This requires insight into the consumption of paper and toner over a specific period of time. These figures can be collected within the context of internal environmental practices, for example, or collection can be outsourced to the supplier as part of maintenance.</p>
AS2	<p><b>Formulate procurement need with enough scope</b> Formulate the procurement need in a way that allows tenderers to offer reconditioned toner cartridges</p>

## 4. Selection criteria

Not defined for this product group.

## 5. Technical specifications

No.	Technical specifications (ME)
ME1	<p><b>Collection, reconditioning or recycling</b></p> <p>The supplier guarantees collection of empty toner cartridges and reconditioning or recycling of the toner cartridges collected.</p> <p><i>Verification</i> The tenderer may be asked to supply a certification or other official document from an independent body certifying that this requirement is met. If this certification is issued by Nordic Swan or Blaue Engel, this requirement will be assumed to be met.</p>
ME2	<p><b>Environmentally hazardous substances</b></p> <p>The toner powder in the toner cartridges contains no substances that are hazardous to the environment. This means that substances classified with H-sentences H400, H413, H400/H410, H412, H411 and H059 under Directive 1272/2008 are not permitted.</p> <p><i>Verification</i> The tenderer may be asked to supply a certification or other official document from an independent body certifying that this requirement is met. If this certification is issued by Nordic Swan or Blaue Engel, this requirement will be assumed to be met.</p>
MEE	<p><b>Use recycled material for packaging</b></p> <p>Any cardboard boxes used must consist of at least 80% recycled material. If plastic bags or sheets are used in the consumer packaging, they must have a recycled content of at least 75%. This technical requirement will not apply if bio-based material is chosen.</p> <p><i>Verification</i> The tenderer may be asked to provide a sample of the product packaging with the application, together with an accompanying declaration stating that this criterion has been met.</p> <p><i>Source EU GPP</i></p>

## 6. Award criteria

No.	Award criteria (GC)
GC1	<p><b>Recycling packaging</b></p> <p>The greater the provision made by the tenderer for better recycling of the packaging, the higher this component of the tender will be rated. The tenderer may earn points by:</p> <ul style="list-style-type: none"><li>- avoiding multi-layers, black plastic and combination packaging;</li><li>- using packaging which is readily recyclable;</li><li>- collecting and recycling a higher percentage of the packaging it supplies.</li></ul>

	<p><b>Verification</b></p> <p>The tenderer may be asked to state:</p> <ul style="list-style-type: none"> <li>- whether multi-layers, black plastic and combination packaging are used;</li> <li>- whether the packaging is readily recyclable, where “readily recyclable” is defined as: can be separated by hand into elements of a single material and/or packaging which are suitable for multiple use;</li> <li>- what percentage of the packaging it supplies is collected and recycled.</li> </ul> <p>The tenderer may be asked to provide a sample of the packaging. It may also be asked to send a statement in which it indicates 1) what percentage of the packaging used is collected or taken away 2) how the packaging used is processed during the waste phase and, 3) in the case of recycling, which recycler recycles the material.</p>
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## 7. Contract provisions

Not defined for this product group.